

# ANNEX 10 - NOTICE OF SUSPECTED VIOLATIONS OF THE GRATUITIES CLAUSE

As required by 5203.203(a), provide a written notice of suspected violations to the Assistant General Counsel (Acquisition Integrity) at [aio@navy.mil](mailto:aio@navy.mil).

Include the following information in the notice:

- Name and contact information of the person reporting

- Name of Contractor(s)

- Contract Number (if known) or other information known about the contract, including subject matter and place of performance

- Name and location of Government employee(s) involved with the suspected gratuity offered or provided

- Brief summary of information or events known regarding the suspected gratuity offered or provided (including nature, amount, and/or fair market value of the suspected gratuity, if known)

- How the information was obtained, if relevant